

## **9 FAM APPENDIX E, 200**

### **TYPES OF CORRESPONDENCE**

*(CT:VISA-2163; 08-20-2014)*  
*(Office of Origin: CA/VO/L/R)*

## **9 FAM APPENDIX E, 201 CABLES**

### **9 FAM Appendix E, 201.1 Appropriate Use of Cables**

*(CT:VISA-1091; 10-23-2008)*

- a. In general, you should use a cable to answer a cable whenever a front channel message is required, or whenever it is deemed advantageous.
- b. The Department does not have hard and fast rules about when cables should or should not be used and leaves the choice up to the consular officer and the post.

### **9 FAM Appendix E, 201.2 Preparing Cables**

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Cables relating to specific cases will be generated using the appropriate consular software; non-immigrant visas (NIV), immigrant visas (IV), or Independent Namecheck (INK). For cables created outside the consular software, the following guidelines apply:

- (1) The caption line of cables concerning visas should have "VISAS" or "VISAS (plus code-word);"
- (2) A distribution slug indicating the symbol(s) for the division(s) or office(s) in the Office of Visa Services (CA/VO) which will be responsible for action on the message should follow "VISAS"; e.g., VISAS FOR CA/VO/P. If possible, the substance of each message should be limited to the functional responsibilities of just one particular CA/VO unit. See "Who's Who in the Visa Office" on the Consular Affairs Web site or 9 FAM Appendix E, Exhibit II for an organizational breakdown of the Visa Office;
- (3) The prefix "CVIS" and the alien's name must be included in the "TAGS" line in all individual visa cases:  
EXAMPLE: TAGS: CVIS (DOE, John);
- (4) The type of case (such as NIV, IV, or PAROLE) in addition to the subject matter, must be included in the "SUBJECT" line:

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EXAMPLE: SUBJECT: NIV CASE-FRAUD; and

- (5) In addition to including the telegraphic code (such as *BEAR*) in the caption line (not on the "SUBJECT" line), the code-word should start the text of the telegram (see 9 FAM Appendix E, 300 for telegraphic code words).

## **9 FAM Appendix E, 201.3 Cable Correspondence with Department of Homeland Security (DHS)**

*(CT:VISA-1091; 10-23-2008)*

Posts should address telegrams sent to a DHS district director or officer-in-charge at a port of entry according to the following examples:

- (1) EXAMPLE: Unclassified Telegram:

TO: HQ BICE INTELHQICE Intel WASHDC IMMEDIATE  
FROM: AMEMBASSY ANKARA  
E.O. 12958: N/A  
TAGS: CVIS (DOE, JOHN ELLIS)  
SUBJECT: ADJUSTMENT OF STATUS CASE  
REF: NONE  
HQ BICE INTEL PASS ELECTRICALLY DD/ICE CHICAGO.  
VISAS DECEMBER JOHN DOE, etc.

- (2) EXAMPLE: Classified Telegram:

CONFIDENTIAL  
TO: HQ BICE INTEL WASHDC IMMEDIATE  
INFO: SECSTATE PRIORITY  
AMCONSUL PALERMO  
AMEMBASSY ROME  
FROM: AMEMBASSY MANILA  
E.O. 12958: ADS DECLASSIFY UPON RECEIPT  
TAGS: CVIS (DOE, JOHN ELLIS)  
SUBJECT: FRAUDULENTLY DOCUMENTED TRAVELER  
REF: STATE 123456  
HQ BICE INTEL DECLASSIFY UPON RECEIPT AND SEND ELECTRICALLY  
TO DD/NEW YORK CITY AND OIC/JOHN F. KENNEDY IT'L AIRPORT ASAP.  
SUBJECT ARRIVING JFK/NYC ON FLIGHT AL123, etc.